

1.0 Guidelines – Safety and Health Policy

- 1.1 The policy must state management's commitment to provide a safe and healthy work environment.
OH & S Act section 8.1 (1)
- 1.2 The policy must include a statement of the employer's commitment to work in a spirit of consultation and cooperation with their workers or clearly express the commitment to work jointly with their workforce in the development and implementation of their safety and health program.
OH & S Act section 8.1 (1) & 8.1 (2)
- 1.3 The policy should include individual safety and health obligations and make reference to documented safety and health responsibilities of workplace parties (management, supervisors, workers, safety and health representatives, subcontractors, etc.). This information could be contained in a document separate from the company safety policy.
- Award points for the written assignment of safety and health responsibilities.
 - Award points based on the majority of positive interview responses.
- OH & S Act section 8 (1.1)**
- 1.4 The policy must be signed by current senior management with a current date (or within a company's annual review period).
OH & S Act section 8.1 (2)
- 1.5 During worksite observations, verify the safety and health policy has been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm it is made readily available to workers (in the form of a handbook, safety and health manual, or other accessible electronic format). **OH & S Act section 8.1 (3)(a)(b)**
- 1.6 The majority of interview responses must confirm that all personnel understand the safety and health policy.

Safety and Health Policy		Score Weighting	Technique Employed			Points Awarded
<i>Senior management shall establish, implement, monitor, and maintain a documented occupational safety and health policy appropriate to the scale and nature of the organization's operations and activities, and associated risks.</i> <i>Does the employer have a written safety and health policy that:</i>			D	O	I	
1.1	Includes management's commitment to provide a safe and healthy work environment?	3				
1.2	Expresses a commitment to work in a spirit of consultation and cooperation with the workers?	3				
1.3	Addresses accountability and responsibility for safety and health for workplace parties?	4		AND		
1.4	Is signed by current senior management and appropriately dated?	2				
1.5	Is visibly posted in the workplace and/or made readily available to all workplace parties.	3		OR		
1.6	Is communicated to workplace parties?	3				
COR® total points possible/awarded		18				

2.0 Guidelines – Hazard Assessment, Analysis, and Control

- 2.1** An employer “means a person who employs one or more employees or the person’s agent” is required to complete formal hazard assessments that encompass all aspects of company operations, including both routine tasks and non-routine work. Hazard assessments could also include primary scopes of work undertaken by the company, task inventories, or occupational exposures. The hazard assessments should be based on the work performed and should result in the identification of hazards and implementation of control measures. **OH & S Act section 8.1 (1) (d)(i)(ii)(iii)**
- Award points based on documentation of completed formal hazard assessments as per company policy/directive.
 - Award points based on observations that the formal hazard assessments accurately reflect the activities on site and are made readily available.
 - Award points based on the majority of positive interview responses.
- 2.2** Completed hazard assessments must clearly report/describe existing and potential hazards and the majority of interview responses must confirm workers review of the information on hazard assessments. Both documentation and interviews must be confirmed to award points.
- 2.3** Completed hazard assessments must show that risks are assessed/evaluated prior to work being performed. An example of an assessment/evaluation could include hazard ranking using frequency, severity, or probability ranking. **OH & S Act section 8.1(1)(d)(i)**
- 2.4** Documentation must show that risks on hazard assessments are reassessed/re-evaluated when people, equipment, material, environment, or processes are changed. The frequency of this type of assessment will depend on how often changes occur. The hazard assessment commonly used before each day, or each task, is a good example of an ongoing risk assessment process. **OH & S Act section 8.1(1)(d)(iii)**
- Award points based on documentation of completed ongoing risk assessments from the same worksite location as applicable.
 - Award points based on the majority of positive interview responses.
- 2.5** Documented hazard assessments must include consideration of design and layout of the work area, ergonomics, machinery, or processes to award points for this section. The risk of musculoskeletal injury and appropriate prevention control (safe job procedures, tailored work schedules, personal protective equipment, etc.) would be an example for awarding points.
- 2.6** The names of the individuals involved in hazard assessments must be identified on the documentation. On-site workers, supervisors, and any other individual involved must be identified in the hazard assessment process.
- Award points based on verification of appropriate signatures on completed hazard assessments.
 - Award points based on the majority of positive interview responses.
- 2.7** Verify training has been completed for individuals involved in the hazard assessment to confirm their competency.
- Award points based on verification of training for individuals identified on completed hazard assessments.
 - Award points based on the majority of positive interview responses of those responsible.
- 2.8** Verify a critical task list has been completed (a list of tasks involving the potential for serious injury or death — for which related safe job procedures should be developed). Points may also be awarded if critical tasks are identified on completed hazard assessments as well as having the applicable safe work procedure included as the control. **OH & S Act section 8.1(1)(d)(i)**
- 2.9** Once hazards are identified, appropriate controls must be put in place. Verify the methods of control follow the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, personal protective equipment). Verify through documentation showing hierarchy of controls was used to determine the appropriate control method. Points may also be awarded by verifying workers are following the controls identified on the hazard assessment for the job/task.
- 2.10** Verify through documentation and interviews that appropriate individuals/roles are assigned the responsibility to implement the control. Both documentation and interviews must be confirmed to award points.
- 2.11** When a control involves a time requirement or additional effort to implement, there must be a process or timeline indicating when the control is implemented. Verify through documentation that the control has been implemented (normally through a signature and completion date) or through observation that the identified controls have been implemented.

Hazard Assessment, Analysis, and Control		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for assessing, analyzing, and controlling hazards that is appropriate to the nature of the hazards and level of risk.</i>			D	O	I	
2.1	Do formal hazard assessments include all aspects of company operations, including routine and non-routine where work is performed?	7				
2.2	During hazard assessments are both existing and potential hazards identified and reported?	3		AND		
2.3	Are risks assessed/evaluated prior to work being performed?	3				
2.4	Are risks reassessed/re-evaluated as when people, equipment, material, environment, or processes are changed?	6		AND		
2.5	Are design and layout of the work area, ergonomics, machinery, and processes considered in the assessments?	3				
2.6	Are appropriate personnel involved in the hazard assessment process?	4		AND		
2.7	Are the personnel competent to participate in the hazard assessment process?	4		AND		
2.8	Has a list of critical tasks or activities been created and/or included within the hazard assessments?	4				
2.9	Are controls developed for identified hazards using the hierarchy of controls?	4	OR			
2.10	Are individuals/roles assigned to implement the controls identified?	3		AND		
2.11	Is there a process/timeline for indicating when the control is implemented?	4	OR			
COR® total points possible/awarded		45				

3.0 Guidelines - Safe Work Practices

- 3.1** During worksite observations, look for tools or tasks, then review the safe work practices to ensure the appropriate practices have been written. For example, if the auditor observes extension ladders in use at the worksite but safe work practices have not been developed for extension ladders, points would not be awarded for this question. **OH & S Act section Act 8.1 (1)(b)**
- 3.2** Verify through interviews that the majority of employees are able to demonstrate an understanding of the company's safe work practices by describing some of the key points they contain.
- 3.3** Applicable safe work practices must be readily available at each worksite and employees should be able to identify their location.
NOTE: if electronic documentation is used, verify they are readily accessible in order to award points.
- 3.4** Confirm that workers are performing tasks/using tools in a manner consistent with the safe work practice.
- 3.5** Verify through interviews that safe work practices have been a relevant topic of discussion. Points can also be awarded if the company has a formal process to regularly review/revise safe work practices that includes both management and workers.

Safe Work Practices		Score Weighting	Technique Employed			Points Awarded
<i>Safe work practices are generalized dos and don'ts of how to carry out a task or use equipment. Practices inform the worker about the hazards that are present and provide direction on how to safeguard against the hazards. They are general guidelines (safety tips) only and do not need to follow any specific order.</i>			D	O	I	
3.1	Have safe work practices applicable to operations been written?	2	AND			
3.2	Are they understood by workers?	2				
3.3	Are they readily available?	2		AND		
3.4	Are safe work practices followed by employees?	4				
3.5	Have both management and workers participated in the development/review of these practices?	2		OR		
COR® total points possible/awarded		12				

4.0 Guidelines - Safe Job Procedures

- 4.1** Confirm through documentation and observation that written safe job procedures accurately reflect activities that the company performs. An index of safe job procedures must be submitted.
- Award points based on verification that written safe job procedures accurately reflect activities the company performs.
 - Award points based on verification that high risk or critical tasks being performed at the time of a visit have a written safe job procedure.
- Award points based on observations that the written safe job procedures accurately reflect the company's worksite activities. **OH & S Act section 8.1 (1)(b)**
- 4.2** Employees must be able to give an example(s) of safe job procedures they are required to follow with respect to critical tasks. Critical tasks are high risk activities in which employees must know and understand they need to follow the step-by-step procedures.
- 4.3** Ensure copies of the company's safe job procedures are at each worksite and readily available to employees. The majority of employee interview responses must confirm an understanding of where safe job procedures are kept.
NOTE: if electronic documentation is used, verify they are readily accessible in order to award points.
- 4.4** Confirm that workers are performing tasks in a manner consistent with the safe job procedure(s).
- 4.5** Review safety meeting minutes to verify safe job procedures have been a relevant topic of discussion and confirm both management and workers have participated.
- Award points based on documentation that verifies both management and worker participation in the development or formal review/revision of safe job procedures.
 - Award points based on the majority of positive interview responses confirming workers have received instruction or training in safe job procedures.

Safe Job Procedures		Score Weighting	Technique Employed			Points Awarded
<i>Safe job procedures are written, step-by-step instructions for completing specific tasks safely. Safe job procedures must clearly identify the steps required to complete the task (in proper order), the hazards the worker could be exposed to, the control measures, and what to do in an emergency (i.e.: spill containment, shut down).</i>			D	O	I	
4.1	Do the safe job procedures accurately reflect the employer's current work activities, including high risk or critical tasks?	6	AND			
4.2	Are they understood by workers?	4				
4.3	Are these procedures available and easily accessible to workers?	3		AND		
4.4	Are safe job procedures followed by employees?	4				
4.5	Have both management and workers participated in the development/review of these procedures?	4		AND		
COR® total points possible/awarded		21				

5.0 Guidelines - Company Safety Rules

- 5.1 Documentation must clearly state responsibilities for setting, implementing, and complying with company rules.
- 5.2 Award points based on documentation that confirms both written company rules and project specific rules are available to workers on site.
Award points based on the majority of positive interview responses confirming both company and site specific rules are made available to workers on site.
- 5.3 During worksite observations, verify the company rules have been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm it is made readily available to workers (in the form of a handbook, safety and health manual, or other accessible electronic format).
- 5.4 The majority of workers interviewed must be able to give examples of some of the company safety rules or project safety rules.
- 5.5 Documentation must clearly address non-conformance and progressive disciplinary action.
- 5.6 Verify through documentation that non-conformance is enforced consistently with all personnel. Points may also be awarded based upon the majority of interview responses confirming that rules are applied and enforced consistently with all personnel.

Company Safety Rules		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for company safety rules.</i>			D	O	I	
5.1	Does the policy, procedure, or guideline include responsibilities for setting, implementing, and complying with company rules.	2				
5.2	Are both company and project (work location) specific rules available?	4		AND		
5.3	Are the rules written and prominently posted or provided to each employee?	2		OR		
5.4	Are company and project specific rules clearly explained and understood?	2				
5.5	Does the program address non-conformance and progressive disciplinary actions?	2				
5.6	Are all rules applied/enforced consistently with all personnel?	3		OR		
COR® total points possible/awarded		15				

6.0 Guidelines - Personal Protective Equipment (PPE)

- 6.1** To determine the criteria used for basic and specialized personal protective equipment (PPE) selection, review hazard assessment forms, safety data sheets, codes of practice, and company PPE policy requirements for reference to CSA or other legislated standards. Confirm employee understanding through the interview process.
- Award points based on documentation to verify the company has established criteria for the selection of protective equipment.
 - Award points based on the majority of positive interview responses confirming an understanding of the criteria used for selection of protective equipment.
- Regulation 91-191 section 38 and OH & S Act section 9 (2)(c.3)(v)**
- 6.2** Verify through documentation that the employer has developed and made written instructions readily available to employees with respect to the proper fitting, care, and use of basic and specialized PPE such as: ear plugs, respiratory devices, fall protection, etc.
- Regulation 91-191 section 38 and OH & S Act section 9 (2) (d)**
- 6.3** Verify that workers have been made aware of requirements/provided instructions with respect to the proper fitting, care, and use of basic and specialized PPE prior to beginning work.
- Award points based on completed worker orientations and/or training records confirming the review of PPE requirements.
 - Award points based on the majority of positive interview responses confirming an understanding of the company's requirements for PPE.
- OH & S Act section 8.2 (4) (h)**
- 6.4** Verify that appropriate PPE is provided and/or made available for specific activities. PPE that is required during specific activities may include, but is not limited to, fall protection, respiratory protection, face shields, welding shields/goggles, chemical goggles, fire retardant coveralls, chemical suits, and impermeable gloves.
- Award points based on the observation of appropriate PPE for specific activities is available.
 - Award points based on the majority of positive interview responses.
- OH & S Act section 9 (2) (d)**
- 6.5** Workers should be observed using basic and specialized PPE at all times as prescribed by company criteria, SDS, CSA, or other legislated standards.
- 6.6** Basic PPE inspections and maintenance may be conducted and recorded as part of a safety meeting or be included as an item on the company's inspection checklist. Specialized PPE inspections will require verification of pre-use inspection and compliance with manufacturers' recommendations.
- Award points based on supplied documentation that verifies regular inspection and maintenance of PPE.
 - Award points based on the observation of PPE should be well maintained, in serviceable condition, and meet regulatory standards.
- OH & S Act section 9 (2) (d) & 91-191**

Helpful Legislation – General Regulation 91-191 Part VII - Act Section 38-50.5

Personal Protective Equipment (PPE)		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for personal protective equipment (PPE).</i>			D	O	I	
6.1	Are activities requiring PPE documented and is specific criteria used to select appropriate PPE for those activities?	4		AND		
6.2	Are there written rules and/or guidelines for the proper fitting, care, and use of PPE?	2				
6.3	Are workers made aware of PPE requirements and provided instruction/training for the proper fitting, care, and use of PPE?	4		AND		
6.4	Is appropriate PPE provided and/or made available to workers for specific activities when required?	4		AND		
6.5	Is appropriate PPE used by workers as required?	4				
6.6	Is there a system in place to regularly inspect and maintain PPE?	4	AND			
COR® total points possible/awarded		22				

7.0 Guidelines - Preventative Maintenance Program

- 7.1** Verify there is an inventory list of facilities/equipment/tools/vehicles that require ongoing maintenance.
- 7.2** Verify through documentation the completion of the established maintenance schedules that include all the items on the inventory as well as a system to enable the recording of pre-operational checklists for equipment such as: forklifts, man lifts, excavators, suspended platforms, vehicles, etc.
- Award points based on documentation to verify completed pre-operational/ checklists and maintenance records are retained on file.
 - Award points based on observations confirming completed pre-operational/ checklists are kept with equipment in use.
- Regulation 91-191 section 235(1) and OH & S Act section 9 (2) (a)**
- 7.3** Documented records should include a description of corrective actions taken when a deficiency of maintenance requirement has been identified through inspection (i.e., service records, lockout/tagout tags, repair invoicing, etc.)
- Award points based on documentation to verify corrective actions have been completed.
 - Award points based on observations confirming that documented corrective actions have been completed.
- 7.4** Documented records should indicate that equipment is being maintained by recognized service facilities. Training records or other documentation should support qualifications and prove competency of in-house maintenance personnel. Verify through interviews how the individuals that perform maintenance are competent to do that type of work.
- 7.5** The company must develop a written system to prevent defective tools and equipment from being used and provide instruction to employees with respect to the course of action to be followed. A lockout/tagout system is the most common. This question could also be verified through interviews. **Regulation 91-191 sections 236 - 240 (throughout)**
- 7.6** Verify through observation that the company follows its system to prevent defective tools and equipment from being used.

Helpful Legislation – General Regulation 91-191 Part XVI Mechanical Safety

Preventative Maintenance Program		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a preventative maintenance program.</i>			D	O	I	
7.1	Is there an inventory of items to be maintained?	3				
7.2	Are preventative maintenance schedules and checklists used and completed as required, including manufacturers and legislated specifications?	4	AND			
7.3	Are records maintained that include a description of corrective actions taken?	4	AND			
7.4	Does a qualified/competent person perform the inspection and maintenance?	2		OR		
7.5	Does the preventative maintenance program of facilities, tools, equipment, and vehicles include a system that effectively removes defective tools, equipment, and vehicles from service?	2		OR		
7.6	Is the system in 7.5 followed?	2				
COR® total points possible/awarded		17				

8.0 Guidelines - Training and Communication

- 8.1** The policy/procedure/guideline includes a method for selecting training of employees. Examples include legislative training requirements; manufacturers' training requirements; job specific and high-risk activities; identifying competencies for each task and/or role; and identifying effectiveness of training.
- Award points based on documentation.
 - Award points based on the majority of positive interview responses.
- 8.2** Are employees evaluated to measure the effectiveness of training and the retention of the information as it pertains to the company safety and health program? Records of written and/or performance evaluations, tests, or examinations associated with job-specific training and/or orientations can help determine the effectiveness of training and awarding points for this question.
- Award points based on documentation.
 - Award points based on the majority of positive interview responses.
- 8.3** Review training records to ensure supervisors or other individuals with HSE responsibilities have received training in their legislative requirements. Documentation and interviews must both be verified in order to award points. **OH & S Act section 8.2 - 8.2(5) and 9(2)(c)(c.1)(c.2)(c.3)**
Courses could include but are not limited to: Leadership for Safety Excellence, Hazard Identification & Control, Joint Health & Safety Committee.
- 8.4** Review training records to ensure employees/staff have received job-specific training in high-risk activities or for specific company roles (supervisor, safety rep, etc.).
- Award points based on training records confirming workers have been trained in job-specific requirements (including high-risk activities and/or manufacturer requirements).
 - Award points based on training records confirming supervisors have been trained in tasks specific to their role (i.e.: hazard identification, inspections, investigations, communications, etc.). **OH & S Act section 8.2 - 8.2(5) ,section 9(2)(c)(c.1)(c.2)(c.3), section 14.1 & 14.5**
- 8.5** Mandatory training as specified by legislation, policy or project requirements must be confirmed and/or provided prior to beginning work.
- Award points based on training records confirming.
 - Award points based on the majority of positive interview responses.
- Examples of mandatory training would include WHMIS 2015, TDG, First Aid, etc. Examples of policy or project requirements would include training identified in hazard assessments, fall protection plans, confined space permits, etc. to ensure that only people with proper training are performing the work.
- 8.6** Verify that management ensures the persons providing training have been deemed competent or qualified by the employer. Examples could include verification of trade certification, experience, education, or training conducted by an outside agency.

Training and Communication		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for training and communication of safety and health information.</i>			D	O	I	
8.1	Is there a method for the selection of safety and health training of employees?	4		AND		
8.2	Is there a method for the evaluation and monitoring of the knowledge, competency, and effectiveness of safety and health training of employees?	4		AND		
8.3	Have appropriate individuals been trained in legislated requirements?	2		AND		
8.4	Have appropriate individuals been trained in job specific and/or manufacturer requirements?	6				
8.5	Are mandatory training requirements verified or training provided before starting the task?	6		AND		
8.6	Does a qualified/competent person conduct training?	2				

8.0 Guidelines - Training and Communication

- 8.7** Verify the company has a method to record and maintain training records. Examples could be hard copy, electronic copy, or a training matrix used to record and maintain employee training ensuring job-specific, recertification, and refresher training is taking place.
- 8.8** The company safety program must have a formal process for providing company and worksite orientations to employees and subcontractors. Verify through documentation and interview that an orientation is provided to all workers. Documentation would include company or site-specific orientations, checklists, quizzes, etc. Verify through interviews that all workers have received an orientation before starting work. Documentation and interviews must both be verified in order to award points. **OH & S Act section 8.2**
- 8.9** Verify that the orientation program addresses new and young workers as well as returning workers. **OH & S Act section 8.2 (1)(a)(b)(c)(d)8.108.10**
- 8.10** As per company policy statement, procedure(s), and/or guideline(s), safety and health meetings are meant to be a regular outlet for related discussion. This question considers toolbox meetings, tailgate meetings, or monthly safety meetings, but does not include safety and health committee meetings or yearly start-up meetings. Minutes of safety meetings must indicate senior management's regular attendance. Safety meeting minutes must verify senior management's participation/attendance in safety and health meetings. Documentation and interviews must both be verified in order to award points.
- 8.11** As per company policy statement, procedure(s), and/or guideline(s), safety and health meetings are meant to be a regular outlet for related discussion. This question considers toolbox meetings, tailgate meetings, or monthly safety meetings, but does not include safety and health committee meetings or yearly start-up meetings. Minutes of safety meetings must indicate workers' regular attendance.
- 8.12** Are all personnel given the opportunity to present their concerns and discuss corrective actions? Meetings should be a positive place for discussing identified safety concerns where all input is welcomed in order to determine the best course of action. This question is verified through interviews.
- 8.13** As per company policy statement, procedure(s), and/or guideline(s) safety and health meetings are meant to be a regular outlet for related discussion. This question considers toolbox meetings, tailgate meetings, or monthly safety meetings, but does not include safety and health committee meetings or yearly start-up meetings. Records or minutes must be on file that show regular company, corporate, and/or toolbox are being held.
- Award points based on documentation from multiple locations that meetings are held as per legislation or policy as applicable.
 - Award points based on the majority of positive interview responses.

Training and Communication		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for training and communication of safety and health information.</i>			D	O	I	
8.7	Are training records maintained?	4				
8.8	Is there a mandatory orientation program that is completed prior to starting work, if a change of location and/or operational change occurs?	4		AND		
8.9	Is it applicable to new and young workers or returning workers?	2				
8.10	Does senior management attend/participate in safety and health meetings?	4		AND		
8.11	Do workers attend/participate in safety and health meetings?	2				
8.12	Is there a process for worker input and communication of safety and health information?	2				
8.13	Are safety and health meetings held regularly and documented as per legislation, company, or project requirements?	4		AND		
COR® total points possible/awarded		46				

9.0 Guidelines – Inspections

- 9.1 Along with the actual equipment, process, and site-specific areas identified, ensure that other areas such as yards, offices, shop, storage facilities, etc. are not being excluded from the inspection process. **OH & S Act section 9 (2)(a.1)**
- 9.2 A standardized method, form, or checklist should be completed for all inspections. The method, form, or checklist should include equipment, processes, and site activities; identification of the area and items inspected; hazard classification; recommended corrective actions; the person responsible for the action; and a date for expected completion/follow-up. This question may also be verified through interviews.
- 9.3 A review of past inspection methods/forms/checklists will confirm if the corrective action has been completed as assigned. Determine whether corrections have been completed in a timely manner, paying particular attention to unsafe acts and/or conditions with the potential to cause injury or serious property damage.
- Award points based on the receipt of completed documentation verifying that deficiencies noted during an inspection are corrected in a timely manner.
 - Award points based on the majority of positive interview responses confirming that identified inspection deficiencies are corrected in a timely manner.
- 9.4 A standardized method, form, or checklist should be completed for pre-use inspections. The method, form, or checklist should include equipment, tools, and/or vehicles; identification of the items inspected; recommended corrective actions; the person responsible for the action; and a date for expected completion/follow-up. This question may also be verified through interviews.
- 9.5 A review of past pre-use inspection methods/forms/checklists will confirm if the corrective action has been completed as assigned. Determine whether corrections have been completed in a timely manner, paying particular attention to unsafe conditions with the potential to cause injury or serious property damage.
- 9.6 Are supervisors and other responsible individuals meeting the required frequency for inspections as outlined in the company policy statement, procedure(s), and/or guideline(s). The frequency must be stated as monthly, weekly, daily, etc. The words, “on a regular basis,” are not acceptable. Consecutive records must be submitted to support the adherence to the identified frequency of inspections for all work locations that apply.
OH & S Act section 9 (2)(a.1) Act 9(3)
- 9.7 Check inspection methods, forms, and/or checklists to verify that workers, safety representative, supervisors, and senior management have taken an active role and are involved in the formal (and informal) inspection process.
- Award points based on the supplied documentation that includes names of individuals at all levels within the company
 - Award points based on the majority of positive interview responses.
- 9.8 During worksite observations, verify the inspection reports have been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm it is made readily available to workers, safety representatives, supervisors, and senior management or through other accessible electronic format.

Inspections		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for workplace and pre-use inspections.</i>			D	O	I	
9.1	Are all areas inspected as required?	3				
9.2	Are specific methods, forms, or checklists used to identify deficiencies for workplace inspections?	3		OR		
9.3	Are corrective actions assigned to individuals and implemented as specified?	4		AND		
9.4	Are specific methods, forms, or checklists used to identify deficiencies for pre-use inspections?	3		OR		
9.5	Are corrective actions assigned to individuals and implemented as specified?	4				
9.6	Is the required frequency of inspections being met by the supervisor and other responsible individuals?	3				
9.7	Does the inspection process include participation of all levels within the company?	6		AND		
9.8	Are inspection reports posted and/or communicated to appropriate personnel?	4		OR		
COR® total points possible/awarded		30				

10.0 Guidelines - Incident Investigation and Reporting

- 10.1** Verify that the company has formal documentation that clearly identifies roles and responsibilities of workplace parties for reporting incidents and conducting investigations in a timely manner and that all parties understand these roles and responsibilities.
- Award points based on documentation.
 - Award points based on the majority of positive interview responses.
- 10.2** Verify investigation reports include that management, workers, and/or worker safety representatives/workplace safety committee are involved in the investigation process. The investigation report/forms should clearly identify the appropriate personnel involved.
- 10.3** Verify supervisors and other appropriate individuals have taken training specific to incident investigations. The Incident Investigation, Leadership for Safety Excellence course or equivalent would be acceptable for the awarding of points.
- Award points based on documentation confirming supervisor training.
 - Award points based on documentation confirming other appropriate individuals have received training.
 - Award points based on the majority of positive interview responses.
- OH & S Act section 8.2 (4)(f) and section 9(2)(c)(c.1)(c.2)(c.3)**
- 10.4** A system to communicate, implement, and follow up on corrective actions is required. Corrective action must be specific to preventing recurrence and clearly show when the stated corrected actions have been implemented. Verify through documentation and interviews that this process is in place and that corrective action is implemented within an acceptable time frame.
- Award points based on documentation verifying corrective actions are appropriate to prevent reoccurrence (i.e.: they must be specific and measurable — “be careful,” “use caution,” or other generic statements would not be acceptable).
 - Award points based on documentation verifying corrective actions have been implemented.
 - Award points based on the majority of positive interview responses.
- OH & S Act section 8.1(1)(e)**
- 10.5** Verify through documentation or interviews that investigation results and corrective actions are communicated to appropriate parties. Examples could include documented lessons learned, toolbox talks, safety committee meetings, etc., that include investigation results and corrective actions. Points may also be awarded if the majority of interview responses confirm investigation results and corrective actions are communicated to appropriate parties.
- 10.6** Verify records of incidents, near misses, and investigation reports are completed according to company policy/procedures as well as legislative requirements and environmental exposures. Both documentation and interviews must be confirmed to award points.
- OH & S Act section 8.1(1)(e)(f) and section 43**

Helpful Legislation – OH & S Act section 43 and Regulation 2004-130 Section 9

Incident Investigation and Reporting		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s) and / or guideline(s) for reporting and investigating incidents, including near misses.</i>			D	O	I	
10.1	Do workplace parties know their responsibilities and the reporting procedures?	6		AND		
10.2	Are appropriate personnel involved in investigations?	4				
10.3	Have appropriate individuals been trained in legislative and company-specific reporting requirements and investigation procedures?	6		AND		
10.4	Are recommendations for prevention/remedial action implemented as per legislation and/or company requirements?	6		AND		
10.5	Are investigation results and corrective/preventative actions communicated to appropriate parties?	4		OR		
10.6	Are the investigation reports completed according to company policy and procedures?	4		AND		
COR® total points possible/awarded		30				

11.0 Guidelines - Emergency Preparedness

- 11.1** The goal of an effective emergency preparedness plan is to return to normal working operations as soon as possible. Appropriate emergency response plans should be developed specific to work activities.
- Award points based on documentation to verify that the company has developed a generalized plan/procedure with respect to legislative requirements for emergency response (i.e.: fire, first aid, transportation, communication).
 - Award points based on documentation if evidence of site-specific written plans have been developed to meet the activities being performed (i.e.: chemical spill, rescue, confined space testing and retrieval, muster points, etc.).
 - Award points based on observation that site-specific emergency response plans have been posted/made readily available at each worksite and are appropriate to the work activities being performed. **Regulation 2004-13 section 5-7 and Regulation 91-191 section 11 and OH & S Act section 9 (1)(a)(b)(c)**
- 11.2** Verify through observation that emergency equipment is readily available for prompt use, marked, and visible in work areas. Examples include defibrillators, spill kits, first aid supplies, and rescue equipment for confined space or fall arrest. **Regulation 2004-130 section 13, Regulation 91-191 section 50, 69, 263 and others**
- 11.3** Verify through either documentation or observation that emergency equipment is regularly inspected and maintained as per legislated, manufacturer, and/or company requirements. Examples could include inspection tags, invoices, or completed inspections. **Regulation 2004-130 section 4 and NFPA chapter 7**
- 11.4** Confirm that the number of qualified first aid personnel meet legislated requirements. Points can be awarded through observation of qualified first aid personnel names are posted. Points may also be awarded upon positive interviews confirming awareness of first aid personnel on site. **Regulation 2004- 30 section 7**
- 11.5** Verify through observation that an emergency communication system is available. This would include a means to communicate to onsite personnel as well as contacting outside agencies for assistance. Verify through interviews that employees are familiar with the site-specific instructions necessary to contact appropriate personnel/agencies for emergency assistance. Observation and interviews must both be verified to award points. **Regulation 2004-130 section 5**
- 11.6** Verify through observation that the organization would have the means to transport an injured employee to a medical facility should an emergency occur. This may also involve calling in emergency personnel for transport. The majority of interview responses must confirm an understanding of the process for transporting injured employees. **Regulation 2004-130 section 6**
- 11.7** Fire extinguishers must be readily available, marked, and visible in all work areas. **NFPA Chapter 5 & 6**
- 11.8** Verify through documentation that employees have received training in emergency procedures, roles, and responsibilities.
- 11.9** Award points based on confirmation through interviews that employees understand site-specific requirements and responsibilities in the event of an emergency.
- 11.10** Verify through documentation that emergency plans have been tested as per company policy or legislated requirements. Records must indicate the results of the tests and what corrective actions were taken to correct deficiencies.
- 11.11** Records must show that the company's emergency response directives/plans have been reviewed annually. The records must indicate the results of the review and what corrective actions were taken (or reasons for no action being taken) to correct identified deficiencies.
- 11.12** Verify through interviews that appropriate parties have a clear understanding of the relevant information regarding the emergency response plans.

Emergency Preparedness		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for emergency preparedness and response.</i>			D	O	I	
11.1	Are the emergency preparedness plans appropriate to work activities and legislative requirements?	6	AND			
11.2	Is emergency equipment readily available and well-marked?	2				
11.3	Is emergency equipment regularly inspected and maintained?	2	OR			
11.4	Are the required number of qualified first aid personnel on site?	2		OR		
11.5	Is an appropriate emergency communication system available?	2		AND		
11.6	Is there a means to transport an injured employee to a medical facility?	2		AND		
11.7	Are fire extinguishers readily available, marked, and visible?	2				
11.8	Have employees received training in emergency procedures, roles, and responsibilities?	2				
11.9	Do employees know their roles and responsibilities?	4				
11.10	Have the emergency response plan(s) been tested for deficiencies and corrective action taken?	2				
11.11	Have the emergency procedures and response plans been reviewed, and revised as appropriate, at least annually?	2				
11.12	Is relevant information regarding the emergency response plans communicated to the appropriate parties?	2				
COR® total points possible/awarded		30				

12.0 Guidelines - Statistics, Records, and Documentation

- 12.1** Verify the company is following their document control system. Through observation, verify that current versions of documents are readily available and used.
- 12.2** Documentation should clearly support that safety and health documentation is retained according to legislation.
OH & S Act section Act 8.1(1)(f) (g) for 20 or more employees
- 12.3** Statistics must provide sufficient information to verify the company is following their system for analyzing safety and health performance (at minimum annually). Examples could include reports, meeting minutes, or other records that confirm incidents, first aid records, safety activities, and past performance are being reviewed to identify trends.
- 12.4**
- Award point if leading performance measures are included in the safety and health performance measurement.
 - Award point if lagging performance measures are included in the safety and health performance measurement.
- 12.5** Documentation must confirm that first aid records are being recorded and retained for all injuries. Regulation 2004-130 Section 10
- 12.6** There must be an action plan developed to address deficiencies in the audit as applicable.
- 12.7** Documented evidence must show that an action plan was communicated. This question must also be verified through interviews.
- Award points based on the receipt of documentation to verify implementation of the audit corrective action plan.
 - Award points based on the majority of positive interview responses confirming the audit action plan has been communicated.

Statistics, Records, and Documentation		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) to effectively control documents and records, including regular measurement of safety and health performance.</i>			D	O	I	
12.1	Are approved and current versions of applicable documents readily available at the point of use?	4				
12.2	Are relevant safety and health records kept as per legislative requirements?	2				
12.3	Does the company analyze current safety and health performance with past performance to identify trends as per the required frequency?	4				
12.4	Are leading and lagging performance measured?	2				
12.5	Are adequate first aid treatment records kept?	2				
12.6	Are corrective action plans developed to address audit results?	4				
12.7	Are results and analyses communicated to relevant workplace parties as per company policy, procedure(s), or guideline(s)?	4		AND		
COR® total points possible/awarded		22				

13.0 Guidelines – Legislation

- 13.1** Verify through observation that relevant/current legislation has been posted. If no suitable means of posting is available, points can be awarded if the majority of interviews confirm it is made readily available to workers (via hardcopy or other accessible electronic format).
PLEASE NOTE: When verifying if your copies of legislation are current, you should refer to end of each document where you will find the consolidated dates. **OH & S Act section 44**
- 13.2** Verify through documentation or interviews that legislative review is part of the management/supervisor's regular job planning process.
OH & S Act section 8.1 (1)(b)
- 13.3** The majority of interview responses must confirm that employees and supervisory/management personnel are aware of their legal duties and responsibilities. **OH & S Act section 19 & OH & S Act section 9 (2)(c)(c.1)(c.2)(c.3)**

Legislation		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) to identify, comply, and ensure all personnel have access to relevant legislation.</i>			D	O	I	
13.1	Are copies of relevant legislation posted and/or readily available at each workplace as required?	2		OR		
13.2	Does the management/supervisor regularly refer to relevant legislation and regulations during job planning to ensure compliance?	4		OR		
13.3	Are personnel trained and aware of their legislated rights and responsibilities?	4				
COR® total points possible/awarded		10				

14.0 Guidelines - Procurement and Contractor Management

- 14.1** When selecting contractors or service providers, a company must include safety and health as an integral part of their activities.
- Award points based on the establishment of a criteria for the evaluation and selection of contractors or service providers (i.e.: COR®, Contractor Compliance Declaration/Agreement, etc.).
 - Award points based on the establishment of a system to regularly monitor contractors or service providers (i.e.: review/submission of safety meetings, safety inspection reports, orientations, verification of applicable worker training/certification, etc.).
- 14.2** Award points if the criteria in 14.1 includes a documented process to verify the competency of contractors and service providers to identify, communicate, and control hazards (i.e., COR® or other safety and health management system, such as a prime or general contractor's process that clearly includes this ability). Points may also be awarded if the majority of interview responses are positive. **OH & S Act section 10**
- 14.3** Verify through documentation that the criteria identified in 14.1 and 14.2 have been followed (as per company policy). The majority of interview responses must also be positive in order to award points.
- 14.4** A company acting as the prime/general contractor is required to develop, implement, and monitor a system to manage safety and health compliance at the worksite. A company acting as a contractor (sub) must be aware of their legal obligations to share required information that may affect the safety and health of any other person. Examples of information to be shared could include completed hazard assessments, inspections, site safety orientations, toolbox/safety/start-up meeting minutes, utility clearances/locates, permits, SDSs, incident investigation reports, etc. Documentation of required information shared between the prime and sub-contractors can be either retained on file and produced in support of the audit. Points may also be awarded if this information is shared and clearly posted or made readily available at the worksite (if no suitable means of posting is available, points can also be awarded if other accessible electronic format is readily available).
- 14.5** Award points based on verification that the company has a process that considers the impact to safety and health when selecting products with potential to create a hazard.
- 14.6** Award points upon verification that the company is following their process (i.e.: completed hazard assessment, analysis, and control). Points may also be awarded if the majority of interview responses are positive.

Helpful Legislation OH & S Act Section 10

Procurement and Contractor Management		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for procured products and services, including contractor management/outsourcing.</i>			D	O	I	
14.1	Does the company have criteria for the selection, evaluation, and monitoring of contractors and service providers?	6				
14.2	Does the evaluation, selection, and monitoring include the ability and competency of the contractor to identify, communicate, and control hazards that may impact their own workers, your workers, as well as any other person?	4		OR		
14.3	Has the criteria for the selection, evaluation, and monitoring of contractors and service providers been followed?	4		AND		
14.4	Is there a system in place to coordinate safety and health requirements, roles, and responsibilities when multiple contractors/employers are working under your control?	4	OR			
14.5	Does the company have criteria for the selection, evaluation, and procurement of products that have the potential to create a hazard?	2				
14.6	Has the criteria for the selection, evaluation, and procurement of products been followed?	2		OR		
COR® total points possible/awarded		22				

15.0 Guidelines - Provincial/Territorial Supplement

- 15.1** Companies with not fewer than 5 and up to 19 employees: NBCSA COR® standard requires at least one employee safety representative is in place. Companies with more than 19 employees may be required to have a Joint Health and Safety Committee (JHSC). **OH & S Act Section 14**
- 15.2** Companies with JHSC, must hold meetings according to legislative requirements. Companies that do not have a committee, question can be excluded. **OH & S Act Sections 14(6) and 16**
- 15.3** Check training records for the JHSC training- 3-day course or Blended course option. Companies not required to have a JHSC must still provide training for the safety representative such as NBCSA COR® courses or equivalent. **OH & S Act Sections 14.1(2)(a)(b)**
- 15.4** The employer at a place of employment shall ensure that the names of the members of the committee of the place of employment and the minutes of the most recent committee meeting are posted in a prominent place or places at the place of employment (or made available electronically or other means). **OH & S Act Section 14 (9)(10)**
- 15.5** Clean washroom(s), lunchroom(s) and water need to be made available in the workplace. **Regulation 91-191 section 4-7**
- 15.6** Consideration should be given to a workplace accommodation program for employees unable to perform their regular duties resulting from an occupational or non-occupational illness/condition. This program can also be called a “modified light duty program” or “return to work program”. Does this program include a list of modified duties and who is responsible for implementation of this program?
- 15.7** A documented code of practice to identify, properly address and prevent workplace harassment is necessary. Verify acknowledgement through documentation and interviews that employees have been made aware of this practice and it is understood. **Regulation 91-191 section 374**
- 15.8** Training must be given for the inclusion of harassment training or be included in the company’s orientation program. Employees must be made aware of the company’s responsibilities and the reporting procedures. Please reference **Regulation 91-191 section 374.7(1) 374.7(2)**
- 15.9** A documented risk assessment to identify, properly address and prevent violence in the workplace is necessary. Verify acknowledgement through documentation and interviews that employees have been made aware of this assessment and it is understood. When applicable, a code of practice may be required. **Regulation 91-191 section 374.1(1)**

Provincial/ Territorial Supplement		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for meeting the legislative requirements outlined in the NB Occupational Health and Safety Act and Regulations, along with safety program directives.</i>			D	O	I	
15.1	Does your company have a safety representative or JHCS?	2		AND		
15.2	Does your JHSC meet monthly?	4		AND		
15.3	Do your committee members and or safety representative(s) have training in how to carry out their duties and responsibilities?	4		AND		
15.4	Are your committee members' safety representative name(s) posted as well as the most recent committee meeting minutes posted as applicable?	2				
15.5	Do employees have access to clean lunchrooms, washrooms, and water?	4		AND		
15.6	Is there a workplace accommodation program for employees unable to fulfill regular duties?	4		AND		
15.7	Does the company have a written code of practice for harassment?	2		AND		
15.8	Does the company have a harassment training program and how is it reviewed with employees?	2		AND		
15.9	Does the company have a developed risk assessment for violence in the workplace and is it reviewed with employees?	2		AND		

15.0 Guidelines - Provincial/ Territorial Supplement

- 15.10** When work activities have potential for a direct environmental effect (i.e.: earth moving, trenching, disposal of contaminated soil or liquids, air pollutants, etc.) consideration should be given to an environmental policy to prevent negative impact. This should be documented.
- 15.11** Verify through observation that Safety Data Sheets (SDSs) are made available for employees. Employers must ensure that all hazardous products (as defined by the Hazardous Products Regulations) have an up to date SDS when it enters the workplace. The SDS's must be readily available to the employees who are exposed to the hazardous product, and to the health and safety committee or representative. **Regulation 2016-6 section 14 & 15**
- 15.12** Hazardous products must be properly labeled and stored according to WHMIS regulations. **Regulation 2016-6 section 8**
- 15.13** All employees must be trained in WHMIS 2015 as per WHMIS regs and employer's responsibilities. **Regulation 2016-6 section 7**
- 15.14** If your company comprehensive hazard assessment includes work activities that require a code of practice (such as: Working in Confined Space, Fall Protection (over 7.5 meters), Safety Monitor in use, Working Alone, Asbestos, Lockout, Excavation & Trenching, Vibration, Respiratory, etc.) this documentation will be reviewed. Follow regulatory requirements to ensure that what is required in your code of practice has been included.
OH & S Act section 50

Please consider reviewing the readily available guides to follow on WorkSafeNB's website that will assist you in developing codes of practice. Following are applicable legislation references to some work activities that may require codes of practice.

Hand-Arm Vibration – **Regulation 91-191 section 33.**

Manual Handling – **Regulation 91-191 section 50(2).**

Respiratory Protective Equipment – **Regulation 91-191 section 45.**

Fall Protection – **Regulation 91-191 section 50.2**

Lockout – **Regulation 91-191 section 240**

Asbestos – **Regulation 91-191 section 25.4-25.5**

Working Alone – **Regulation 92-133**

Confined Space - **Regulation 91-191 section 262-263**

Provincial/ Territorial Supplement		Score Weighting	Technique Employed			Points Awarded
<i>The organization shall establish, implement, monitor, and maintain a documented policy statement, procedure(s), and/or guideline(s) for meeting the legislative requirements outlined in the NB Occupational Health and Safety Act and Regulations, along with safety program directives.</i>			D	O	I	
15.10	Does the company have an environmental policy?	2		AND		
15.11	Are relevant Safety Data Sheets (SDSs) made available for employee reference and use?	4		AND		
15.12	Are any hazardous products in your workplace properly labeled and stored?	4		AND		
15.13	Do your company employees have the required WHMIS 2015 training?	4		AND		
15.14	Does your company have the applicable codes of practice(s) developed for activity(ies) as outlined in your comprehensive hazard assessment?	4		AND		
COR® total points possible/awarded		44				

Audit Observation Checklist

Observation Requirement		Yes	No
Safety and Health Policy			
1.5	Is the safety and health policy posted?		
Hazard Assessment, Analysis and Control			
2.1	Are site-specific hazard assessments conducted?		
2.9	Are the controls developed using a hierarchy of controls?		
2.11	Are controls implemented in a timely manner?		
Safe Work Practices			
3.1	Do safe work practices reflect the company's activities?		
3.3	Are written safe work practices readily available?		
3.4	Are they followed by employees?		
Safe Job Procedures			
4.1	Do safe job procedures reflect the company's activities – including High Risk and Critical Tasks?		
4.3	Are written safe job procedures readily available for the work being performed?		
4.4	Are employees following safe job procedures?		
Company Safety Rules			
5.3	Are company rules prominently posted?		
Personal Protective Equipment			
6.4	Do personnel have access to specialized PPE for specific activities?		
6.5	Is the correct PPE used by personnel when required?		
6.6	Is PPE well maintained, in good condition and meets regulatory requirements?		
Preventative Maintenance Program			
7.2	Are completed pre-operational / checklists kept with the equipment in use?		
7.3	Have the documented corrective action(s) been completed?		
7.6	Does the company follow its system to remove defective tools, equipment, and vehicles from service?		
Inspections			
9.8	Are inspection reports posted?		

Emergency Preparedness		
11.1	Are the site emergency plans posted and appropriate to the work activities?	
11.2	Is emergency equipment readily available, marked and visible?	
11.3	Is the emergency equipment in use regularly inspected and maintained?	
11.4	Are the required number of qualified first aid personnel on site?	
11.5	Is there an appropriate communication system available?	
11.6	Is there a means to transport an injured person to a medical facility?	
11.7	Are fire extinguishers readily available?	
Statistics, Records and Documentation		
12.1	Are current versions of applicable documents available at the point of use?	
Legislation		
13.1	Are copies of relevant legislation posted or readily available?	
Procurement and Contractor Management		
14.4	Is safety information shared between the prime/general contractor and contractors?	
Provincial / Territorial Supplement		
15.4	Are committee member's /safety representative names posted? Are meeting minutes posted?	
15.5	Is there access to clean lunchrooms, washrooms and water?	
15.11	Are up to date SDSs made available for employee reference and use?	
15.12	Are hazardous products properly labeled and stored?	

Audit Interview Questionnaires

Interview Questionnaire – Employee, Management/ Supervisor

Of 68 Total Interview Audit Questions: 52 Employee & 59 Management

Safety and Health Policy				
Employee		Positive	Negative	Overall Result
1.3	What are your safety and health responsibilities? How are you held accountable for them?			
1.5	Where would you find a copy of the safety and health policy?			
1.6	In your own words, what does the safety and health policy say?			
Management		Positive	Negative	Overall Result
1.3	What are your safety and health responsibilities? How are you held accountable for them?			
1.6	In your own words, what does the safety and health policy say?			

Hazard Assessment Analysis & Control

Employee		Positive	Negative	Overall Result
2.1	Describe the process your company uses to conduct formal hazard assessments. What type of tasks are included in the formal hazard assessment process?			
2.2	How are completed formal hazards assessments reviewed with you?			
2.4	How are hazards reassessed as the job progresses or changes occur?			
2.6	How are you involved in the hazard assessment process?			
2.7	How have you been trained to identify and control hazards?			
2.10	Who is responsible for implementation of controls?			
Management		Positive	Negative	Overall Result
2.1	Describe the process your company uses to conduct formal hazard assessments. What type of tasks are included in the formal hazard assessment process?			
2.4	How are hazards reassessed as the job progresses or changes occur?			
2.6	How are you involved in the hazard assessment process?			
2.7	How do you verify employees are competent to participate in hazard assessments?			
2.10	Who is responsible for implementation of controls?			

Safe Work Practices

Employee		Positive	Negative	Overall Result
3.2	Describe some of the key points of a safe work practice applicable to your work.			
3.3	How do you have access to safe work practices when on site?			
3.5	Can you give me an example of how a safe work practice has been reviewed or discussed?			
Management		Positive	Negative	Overall Result
3.3	How do your employees have access to safe work practices when on site(s)?			
3.5	What is your formal process to develop or review safe work practices?			

Safe Job Procedures

Employee		Positive	Negative	Overall Result
4.2	Describe the step-by-step process of a safe job procedure for a critical task that is applicable to your work.			
4.3	How do you have access to safe job procedures when on site?			
4.5	Can you give me an example of how a safe job procedure has been reviewed or discussed?			
Management		Positive	Negative	Overall Result
4.3	How do your employees have access to safe job procedures when on site(s)?			
4.5	What is your formal process to development or review safe job procedures?			

Company Safety Rules				
Employee		Positive	Negative	Overall Result
5.2	Where can you find both company and project (work location) specific rules?			
5.3	How are company safety rules provided or made available to you?			
5.4	Can you give me an example of few company and/or site specific rules that you need to follow?			
5.6	How are the company rules enforced?			
Management		Positive	Negative	Overall Result
5.3	How are company safety rules provided to your employees?			
5.6	Explain the disciplinary process that is used when all personnel are not following company rules?			

Personal Protective Equipment (PPE)				
Employee		Positive	Negative	Overall Result
6.1	How do you know what PPE is required to perform a specific task?			
6.3	What type of training did you receive to understand the proper fitting, care and use of your PPE?			
6.4	How do you have access to appropriate PPE when needed?			
Management		Positive	Negative	Overall Result
6.1	What criteria is used to select appropriate PPE for company specific tasks?			
6.3	What type of training is provided to your employees to help them understand the proper fitting, care and use of PPE?			
6.4	How do your employees have access to appropriate PPE when needed?			

Preventative Maintenance Program				
Employee		Positive	Negative	Overall Result
7.5	What is your company's system to remove defective tools, vehicles, or equipment from service?			
Management		Positive	Negative	Overall Result
7.4	How are the individuals that perform maintenance on equipment or tools competent to do so?			
7.5	What is your company's system to remove defective tools, vehicles, or equipment from service?			

Training and Communication

Employee		Positive	Negative	Overall Result
8.2	After training, how are you evaluated for your retention of information regarding the company safety and health program?			
8.5	How was your mandatory training verified or provided to you prior to starting work?			
8.8	When was your orientation provided? Have you received a re-orientation?			
8.12	How are you given the opportunity to give input and communicate safety and health concerns?			
8.13	How often does your company hold scheduled safety meetings?			
Management		Positive	Negative	Overall Result
8.1	What is your company's method for the selection of safety & health training of employees?			
8.2	What is your company's method for evaluating and monitoring the knowledge, competency and effectiveness regarding the safety & health training provided to employees?			
8.3	What training have you received in your legislated requirements?			
8.5	How do you verify mandatory training requirements for employees are completed prior to starting work?			
8.6	How do you verify the training provided is conducted by a qualified/competent person?			
8.8	What types of orientations are provided and when?			
8.10	When did you last attend a safety and health meeting? How often do you actively participate in them?			
8.13	How does your company ensure safety and health meetings are scheduled to meet legislation, company or project requirements?			

Inspections				
Employee		Positive	Negative	Overall Result
9.3	How are identified deficiencies assigned to individuals and corrected as required?			
9.4	What specific method, form or checklist is used for pre-use inspections?			
9.7	What is your role in the formal or informal inspection process?			
9.8	How are the inspection reports posted and/or communicated to you?			
Management		Positive	Negative	Overall Result
9.2	What specific method, form or checklist is used for workplace inspections?			
9.3	How are identified deficiencies assigned to individuals and corrected as required?			
9.4	What specific method, form or checklist is used for pre-use inspections?			
9.7	What is your role in the formal or informal inspection process?			
9.8	How are the inspection reports posted and/or communicated to you?			

Incident Investigation and Reporting				
Employee		Positive	Negative	Overall Result
10.1	What is the process for reporting an incident? What are your responsibilities?			
10.4	Once an incident investigation has been completed, how are corrective actions implemented?			
10.5	How are corrective actions communicated to you after an incident occurs?			
10.6	What incidents do you report? Do you report near misses? Please give an example of a near miss?			
Management		Positive	Negative	Overall Result
10.1	What is the process for reporting an incident? What are your responsibilities?			
10.3	What training have you received to conduct investigations? Did that training include both legislative and company-specific reporting and investigation procedures?			
10.4	Once an incident investigation has been completed, how are corrective actions implemented and followed up for effectiveness?			
10.6	Following an incident, are the investigation reports completed as per company policy/ procedure that includes incidents, near misses and investigation reports? Can you give an example?			

Emergency Preparedness

Employee		Positive	Negative	Overall Result
11.4	How do you know who is qualified to administer first aid on this site?			
11.5	How do you alert everyone onsite in the event of an emergency? How do you contact appropriate personnel/agencies for emergency assistance?			
11.9	Can you give me an example(s) of an emergency plan for this site? What are your specific roles and responsibilities?			
11.12	How have site specific emergency plans been communicated to you?			
Management		Positive	Negative	Overall Result
11.4	How do you communicate who is a qualified first aid personnel on this site? How do you verify the number of qualified first aid personnel meets legislative requirements?			
11.5	How do you alert everyone onsite in the event of an emergency? How do you contact appropriate personnel/agencies for emergency assistance?			
11.6	If someone gets injured how would they be transported to a medical facility?			
11.12	How do you communicate site specific emergency response plans to your employees?			

Statistics, Records, and Documentation

Management		Positive	Negative	Overall Result
12.7	Can you give me an example of corrective actions or improvements that have been made to your safety & health program from your most recent audit/ statistics review?			

Legislation				
Employee		Positive	Negative	Overall Result
13.1	Where are copies of relevant legislation on this site?			
13.2	Does your supervisor regularly discuss relevant regulations and legislation when assigning work? Can you give an example?			
13.3	What are your legislated rights? Do you know how to exercise those rights?			
Management		Positive	Negative	Overall Result
13.1	Where are copies of relevant legislation on this site?			
13.2	Do you regularly refer to relevant legislation and regulations during job planning to ensure compliance? Can you give an example?			
13.3	What are your legislated rights? Do you know how to exercise those rights?			

Procurement and Contractor Management				
Management		Positive	Negative	Overall Result
14.2	How does the evaluation, selection and monitoring of contractors take into consideration their ability and competency to identify, communicate and control hazards that may impact all workers on site?			
14.3	How do you ensure your criteria for selection/ evaluation and monitoring contractors is being followed?			
14.6	How do you ensure your criteria for selection and evaluation of procured products is being followed?			

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Employee		Positive	Negative	Overall Result
15.1	Is there a safety representative or a JHSC? Can you name someone with this title?			
15.2	How often does the JHSC meet?			
15.5	Are clean washrooms, lunchrooms, and water available on all worksites and places of employment?			
15.7	How were you made aware of the harassment policy and code of practice?			
15.8	What training have you received on the harassment policy? How is it reviewed with you?			
15.9	How were you made aware of the company's violence risk assessment within the safety and health program?			
15.10	What is made available to you in the workplace to manage environmental incident(s)?			
15.11	Where are the SDSs located?			
15.13	Do you have WHMIS 2015 training?			
Management		Positive	Negative	Overall Result
15.1	Is there a safety representative or a JHSC? Can you name someone with this title?			
15.2	How often does the JHSC meet?			
15.3	What training is provided to committee members or safety representatives? How often is this refreshed?			
15.5	Are clean washrooms, lunchrooms, and water available on all worksites and places of employment?			
15.6	Who is responsible for the implementation of the accommodation program when employees return to work?			
15.7	Who is responsible for the review of the harassment code of practice?			

15.8	What training is provided to employees for harassment code of practice?			
15.9	Who is responsible for completing the violence risk assessment and implementing the code of practice?			
15.10	What is made available to employees in the workplace to manage environmental incident(s)?			
15.11	Where are the SDSs located?			
15.12	What is your process to ensure that any hazardous products within the workplace are properly stored and labeled?			
15.13	Do you have WHMIS 2015 training?			
15.14	Have the applicable codes of practice for work being performed been developed, reviewed, and put in use?			